


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:030	Supersedes Policy Number: N/A
Date: May 22, 1991	Dated:
Subject: Computer Services Software Development Requests	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: N/A
Approved:  President	

**Overview:** Any changes to present computer software or development of new computer software should be requested using the latest version of the "Software Development/Maintenance Support Request" form (PPM Form 4:030a). Blank forms are available in Computer Services (copies of the original are also accepted).

**Project Description:** The request form should contain adequate information to describe the project requested. Generally, the requester should contact Computer Services before submitting the form and discuss the project. Adequate detail should be provided to describe the work requested. Computer Services may request further details at any stage of the project cycle by contacting the requesting department.

**Justification:** The requester should provide a brief description of the benefits of the project to the requesting office and the University. Information in this area is used to assign priority of the request relative to other requests in process.

**Authorization:** Forms submitted to Computer Services must be approved by at least the department director. The name of the departmental employee who originated the request or who should be contacted in the event further information is required should be provided on the form along with a phone number. A reasonable date of desired completion should be provided.

**Acceptance:** Appropriate systems development personnel in Computer Services will review the submitted request. More information may be requested to determine the action to be recommended and the estimated time required to complete the project. The Director of

Computer Services will review the recommended action and either approve or disapprove the request. If disapproved, the requester will be notified and given a reason for the disapproval. If approved, the request will be acted upon as soon as possible, depending upon the number and priority of other requests in process.

# SOFTWARE DEVELOPMENT/MAINTENANCE SUPPORT REQUEST

This form must be completed and submitted to Computer Services for any new project or modification to existing software involving the systems and programming staff of Computer Services.

## DESCRIPTION

This section should contain the specifications for the project. Attach as much detail as is necessary to sufficiently define the nature of the project. If details are not known, discuss the project with appropriate personnel in Computer Services before submitting this request form.

## JUSTIFICATION

This section should contain the reason for the project and a description of the benefits to your office and the university.

## AUTHORIZATION

Director/Dean/Vice President \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(REQUIRED SIGNATURE)

Completion Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Departmental Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Requested

## ACCEPTANCE

*For Computer Services Use Only*

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Recommended Action \_\_\_\_\_

Computer Services Director Approval \_\_\_\_\_ Date \_\_\_\_\_ Completed by \_\_\_\_\_ Date \_\_\_\_\_